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Employee & Family Assistance Program

Did you know that the Employee and Family Assistance Program (EFAP) wellness services extend beyond short-term counseling? Employees and household members have access to confidential budget and debt counseling, financial consultations, legal consultations, new parent transition programs and a wide range of wellness work/life resources and referrals at no cost. To schedule an appointment, call 1-800-828-6025.

In addition, we encourage you to take advantage of another valuable resource offered through this program: www.WellnessWorkLife.com. This comprehensive site includes over 5,000 articles, 750 videos, financial calculators, health and wellness assessments and interactive training courses. Topics include: Balanced Life, Mental Health, Health, Financial, Legal, and Training. Go to www.WellnessWorkLife.com, click on “New Members Register Here” and follow the one-time-only log-in instructions to create your confidential account. For the “Company Name,” use “Middlebury College.”

Staff Recognition Award Winners Announced

I am very pleased to announce the winners of the Staff Recognition Awards for 2007:

Georgia Best, Assistant Bookstore Manager, College Store

Deborah Hotte, Dining Room Servery Worker, Dining Services

Bryan Merrill, Equipment Manager, Athletics

Gerry Tetrauld, Maintenance Carpenter, Facilities Services

The award recipients were selected from nominations submitted by members of the faculty and staff on the basis of their contributions to the College community, and their leadership, stewardship, and community service during their years at Middlebury College. These awards have been endowed by Rudolf K. Haerle, Jr., Professor Emeritus of Sociology, as a way of recognizing the many members of the Middlebury College staff who contribute to the vitality of the College community and support the College’s academic mission.

A reception in honor of the award winners will be held towards the end of the spring semester, on a date to be announced.

John Emerson, Secretary of the College

Library Book Sale

Tues., May 1–Sun., May 6, Main Library

Open at 9:00 a.m. on the first day, continuing during regular library hours thereafter. The Middlebury College Main Library will offer withdrawn and duplicate copies of books, record albums, and other media for sale at great prices. Choose from a wide variety of items for scholarly work or recreational reading. All proceeds from the sale will be added to the library’s materials replacement fund. (Because the low price asked for materials is in part a service to the College community, anyone purchasing items on the first day of the sale will be required to show a Middlebury College ID. Book dealers may not purchase items for resale on Tues., May 1). FMI, contact Joseph Watson at 443-5487.
Cynthia “Pij” Slater: Library & Information Services – 25 Year Club

Cynthia Slater, better known to many as “Pij,” joins the ranks of employees serving Middlebury College for 25 years this year, but one could make the case that we are a year or so late in recognizing her. Pij actually began working for the Administrative Data Processing Department as an undergraduate here at Middlebury College. In 1982, when she graduated with a degree in Mathematics, Pij was offered a full time position as a programmer, something different from the data entry she had done as a student worker, and she decided to embrace the challenge.

Pij says she was hired as a trainee with only one programming class to her credit because the department was migrating to a new system and she wouldn’t have to “unlearn” anything. What followed were 25 years (and counting) of a job that has constantly changed and evolved right along with the technology behind her career. Pij realized along the way that programming was not her love, but that teaching and helping others was. She got her first taste of training when she began teaching her colleagues around campus about their new mainframe computer terminals in small classes covering basic navigation and also word processing, a new feature at the time.

When personal computers arrived on the scene, she taught herself DOS and helped her maiden name, Pij revealed that it was bestowed on her by a fellow math major and has to give her another. When asked about her nickname, Pij says some of the other students seemed much more cosmopolitan than she felt, having grown up in Vergennes. She also remembers being handed a beer at a freshman social, as the drinking age was 18 back then. She learned to carry the beer around as a prop because if she put it down, someone would just take it. While many here would consider Pij to be a mentor to them, she feels that Ron McKinnon has been a constant for her – someone she sought out even during her undergrad days. Incidentally, he had been a high school science teacher of hers at VUHS, and he holds a graduate degree from Middlebury College. More recently, Pij mentions Mary Backus as someone whose experience with training and customer service she has been able to draw from to help her grow in her job here.

Today, as a Computing Specialist for Library and Information Systems, Pij coordinates the Technology Workshops that LIS offers the College community, developing and teaching many sessions herself. She also covers thirteen plus hours of scheduled shifts each week on the Help Desk, answering calls and following up on issues. Pij believes the nature of her job at the College is a major reason for her longevity here. She says the changes in technology have always offered new challenges which fit her inquisitive personality. She also enjoys staying in contact with young people, which work here makes possible, and having family in the area has kept her close as well. A native Vermonter, Pij confesses some of her “tenaciousness is doubtless inherited.”

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Reminiscing about her earliest days here, Pij remembers a Middlebury College that was much less diverse. She recalls joking about being in a minority herself, coming from a lower income family and having attended public school. As a freshman, as they were called back then, Pij says some of the other students seemed much more fit her inquisitive personality. She also

up in Vergennes. She also remembers being handed a beer at a freshman social, as the drinking age was 18 back then. She learned to carry the beer around as a prop because if she put it down, someone would just give her another. When asked about her nickname, Pij revealed that it was bestowed on her by a fellow math major and has to do with probability theory and shortening her maiden name, Pidgion. She suspects we’d need “Equation Editor to write it correctly in Microsoft Word with the ‘i’ in subscript and the ‘j’ subscripted yet again.”

Her fun memories from the early days as a staff member involve the antics surrounding the traditional December gift exchange. She also recalls many entertaining stories from the days when she shared an office in Gifford basement with long-time colleague, Marty New.

Outside of work, Pij has enjoyed taking ballet at a local studio for quite some time, something she got involved in because a Midd classmate “dragged her along.” Years ago Pij was involved in Staff Council, starting before it was officially recognized, and she found her work with that group fulfilling. In the more recent past she has volunteered with the Humane Society, serving on its board for a number of years, and she looks forward to getting involved there again in the future.

While many here would consider Pij to be a mentor to them, she feels that Ron McKinnon has been a constant for her – someone she sought out even during her undergrad days. Incidentally, he had been a high school science teacher of hers at VUHS, and he holds a graduate degree from Middlebury College. More recently, Pij mentions Mary Backus as someone whose experience with training and customer service she has been able to draw from to help her grow in her job here.

You may recognize Pij as the “Walking Lady” between town and campus as she points out that it takes more time to clear off and warm up the car (to say nothing of finding a parking space) than it does for her to walk to work. Also, she is often seen in one of her favorite places on campus, the Juice Bar. She’s good at multi-tasking, sometimes offering impromptu recommendations about the soup of the day or following up on a HelpDesk issue while eating her lunch.

~ Liz Hammel

MOTHERS’ DAY SALE

Don’t forget Mom on Mother’s Day. 20% off cards, clothing, books, candy and much more!

Open Monday–Friday 8:30-5:00
Saturday 11:00-2:00

~ Liz Hammel
In the last issue of *Midd Points*, the Wage and Salary Committee updated the community about the implementation of our new compensation program. Along with the technical work of creating salary ranges and finalizing the job placements, action on several other fronts is being advanced. Working with the endorsement of the President and his staff, the Wage and Salary Committee has guided and shaped this process, in response to careful consideration of staff feedback. As discussed in the previous article, the Committee recommended the development of training for all supervisors and managers on communication skills and delivering fair and consistent evaluations, and updates to the Performance Feedback and Development Process (PFDP) and form. At that training, supervisors reviewed the PFDP form and discussed how the performance levels relate to merit pay.

The intention of this article is to review in more detail the updated performance levels on the PFDP form. Although not all departments are using the complete PFDP process this year, all staff annual evaluations will result in a performance level being established based on the performance levels described below. This performance level will determine the percent increase staff will receive for a merit increase this year.

As part of the work of the last three months, the PFDP and Wage and Salary Committees have partnered in making some revisions to the PFDP form. The definitions associated with each performance level have been enhanced in order to provide more clarity and help ensure consistency in use among supervisors and departments campus-wide. In addition, space was added for supervisors to provide detailed information about performance that either exceeded or fell below expectations. Finally, all supervisors and managers have been re-oriented to a performance level “3” as the institutional norm for demonstrating complete competency in a role.

Please note that the purpose of the performance levels is that performance be described **accurately**; there is no ‘quota’ or bell curve or numerical limits that must be adhered to. It’s important that a higher level should be selected if performance consistently exceeds expectations – and equally important to select a lower level if performance lags behind expectations. Supervisors should be careful to objectively review performance. Some departments have instituted an internal review process to help ensure consistent and accurate use of performance levels.

Here are the newly revised performance levels along with some brief clarification and additional descriptions:

1. **Performance did not meet expectations in the key areas evaluated.**
   
   An employee performance not sufficient to warrant an increase, but may be reassessed before the next merit cycle.

   This performance level describes significant performance problems, where the core responsibilities of the position are not being met and the performance overall is unsatisfactory. In most cases, the employee and supervisor would already be actively engaged in problem-solving prior to the evaluation. A performance management plan might already be in place. The employee and the supervisor might also be working with Human Resources to ensure that expectations are being communicated clearly and evaluated fairly.

2. **Performance did not meet all expectations in areas evaluated and needs improvement.**

   This level describes some problems, in some areas. Improvement is needed, but the employee would be eligible for a merit raise. Expectations for improvement would need to be specified in the evaluation and discussed frequently during the year.

3. **Performance demonstrates mastery of all aspects of his/her position responsibilities, consistently, accurately, efficiently and effectively.** This performance level is consistent with a thorough understanding of the role, its variation and challenges.

   This performance level is the baseline for staff who are performing well; it accurately describes a high level of competence. Also please note that some professions use the word “mastery” in a different way – for example, master carpenters and master chefs are the elite of their professions, at the pinnacle of skill and experience. When used this way the word relates to the type of work performed, not how well it is performed. The definition of the word “mastery” in the description of a performance level 3 is as a synonym of “complete competency.” Expectations are high for all staff positions at Middlebury College, and performing well in a challenging position as denoted by this level is a significant achievement.

(continued on page 4)
**Performance beyond expectations in some aspects of the role, while demonstrating complete mastery of other aspects of his/her position. Performance includes special accomplishments benefiting the department or institution.**

The key to determining whether performance is above expectations is in having a clear picture of what the job responsibilities are in the first place and what it would look like to exceed them. The job description is a good place to start in defining these, but the responsibilities need to be specific to the year and to the staff person. Ideally, this is determined in advance, when the supervisor and staff member sit down together at the outset of employment, or at each annual evaluation.

The important points to consider at this level:

- All the performance has demonstrated proficiency. If there are aspects of the person's work that don't meet expectations, this level is not appropriate.
- Some expectations have been exceeded. This usually would be a pattern of exceeding expectation in several areas, not just one accomplishment.
- It is important to distinguish between a high standard of performance at regular job responsibilities and going beyond the job expectations. Doing very well at tasks and responsibilities that are an integral part of the job, whether specifically named in the job description or not, is not the intention of this level. Again, defining what the job responsibilities are for the year is key.
- Supervisors selecting this level must be specific on the evaluation form about what job expectations have been exceeded. This requirement has been added to make sure the distinction between performing well within the job responsibilities and exceeding them has been made.

**Performance exceeded expectations in all areas evaluated and was characterized by major, outstanding achievements. Although an employee may have accomplished something of great significance relevant to one area of his/her position responsibilities during the evaluation period, that alone is not sufficient for an outstanding evaluation.**

This performance level describes significant and unusual achievement. It would be highly unlikely for a person to operate at this level for more than one year consecutively, for example, partly because the ability to make major, outstanding achievements is sometimes dependent on an unusual opportunity or challenge in the environment. In most cases, there will be only a handful of employees at this level in any division. However, there is no 'quota' or numerical limits to the number of performance levels in any group – we are not grading on a bell curve. Those staff members who have demonstrated performance at this level should receive the appropriate rating. As with level 4, the form prompts the supervisor to include examples and detail of the expectations that have been exceeded.

Please note that supervisors can use half numbers to denote finer gradations within levels (for example, 2.5, 3.5, and 4.5).

As a reminder, the evaluation process includes written reflections from both the employee and the supervisor about the employee's performance over the past year. The written narratives are summarized into a performance level selected by the supervisor. At the time the performance level is assigned, there is no information available about what merit increase will be associated with that level. Later in the process, a percentage increase is determined for each level. Everyone who received that performance level gets the same percentage increase - for example, last year, everyone at performance level 2 received a 2.6% increase, regardless of their department or current salary. Percentage of increases associated with each performance level will be reported in Midd Points. Staff are notified of their new wage or salary via a personalized letter, and the increases take effect July 1. The PFDP should provide a direct link to merit pay increases, so the performance level selected at the time of the evaluation will be the level used for the next merit raise. For this reason, it is recommended that all departments complete performance reviews in the spring of each year.

**For help writing evaluations, or applying these performance levels, please contact your HR Generalist:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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</thead>
<tbody>
<tr>
<td>Laura Carotenuto, x2012</td>
<td>Faculty, Academic Departments, Summer Programs</td>
</tr>
<tr>
<td>Perry Richards, x5882</td>
<td>Dining Services, Business Services, Controller’s Office, Budget Office.</td>
</tr>
<tr>
<td>Petrina TeRiele, x5011</td>
<td>Facility Services &amp; LIS</td>
</tr>
<tr>
<td>Alexa Euler, x5668</td>
<td>Admissions, Athletics, College Advancement, CFA, Dean of the College, Dean of Student Affairs, Dean of Planning, Museum, NITLE, Registrar’s Office, Student Financial Services, VCC.</td>
</tr>
</tbody>
</table>
Important Reminders for Parents of Older Children

Graduating Students

Graduation season is right around the corner. If you have a dependent with an upcoming graduation, please remember that along with the pomp and circumstance may come a change in your child’s status in terms of our benefit plans:

If your child is graduating from high school, s/he can remain on your health and dental plans so long as s/he is:

• under 19
• unmarried
• still eligible to be claimed as a dependent on your federal tax return

An older child can remain on your health and dental plans so long as s/he is:

• under 25
• enrolled as a full-time student at an accredited secondary school or college
• unmarried
• still eligible to be claimed as a dependent on your federal tax return

If your child is graduating from college (or simply taking time off from his/her studies) please note that the child’s coverage under your health and/or dental plan will end on graduation day, or the last day of class attendance (if the student is leaving school without graduating).

A child losing coverage under these circumstances will be eligible to continue coverage under COBRA, at his/her own expense. Monthly single person COBRA rates are currently: $485.10 - health, $44.54 - dental.

It is very important that you notify Human Resources in a timely manner if your child (over age 19) will be graduating or leaving school. Remember, under IRS rules if you fail to notify us within 30 days of the event, we will be unable to reduce your premium until the end of the calendar year, even though your child is no longer covered by the health and/or dental plans. And, under COBRA rules, if you fail to notify Human Resources within 60 days of the event, the child will have forfeited the right to COBRA continuation.

On-going Students

If you have a child over age 19 who will be attending an accredited secondary school next year, be on the lookout for a letter from EBPA asking you to verify that your child will be a student next academic year. To insure uninterrupted health/dental coverage for your dependent, please provide the requested information and return the form to EBPA promptly.

As always, please feel free to contact Human Resources at x5465 if you have questions.

Health Advisories and Alerts

Computer users who want to stay informed about important health advisories and alerts may want to check out the following Web-sites and perhaps add them to their Favorites list for easy access:

http://healthvermont.gov/advisory/index.aspx links you to the Vermont Department of Health’s page called Health Advisories and Alerts.

http://www.fda.gov/opacom/7alerts.html links you to the U.S. Food and Drug Administration’s page called Recalls, Market Withdrawals and Safety Alerts.

There is an item on the first site, issued April 13, 2007, warning consumers about health risks of potentially contaminated olives. There are olives made by one Italian company that may be contaminated with a deadly bacterium that can cause botulism, and the olives are being recalled by the manufacturer. Check out the Web-site for detailed information.

Nominations Are Complete

With a 31% participation rate, Facilities Services wins the recognition for the Staff Council District with the best participation in nominating staff to run for election! Five districts are currently participating in electing new staff members to serve as their representatives. These districts include Custodial, Facilities Services, and Districts A, B, and E, which include the areas of the Offices of the Treasurer and Operations, Museum, Admissions, Financial Aid, Dean of Faculty, Summer and Off-Campus Programs, College Advancement.

The nomination ballots were done using a combination of electronic and paper ballots, significantly reducing the need for paper use. As many of the staff in the Facilities Services and Custodial districts do not have immediate access to computers, we felt it important to mail paper ballots to be sure everyone was easily able to participate in nominating staff for their representative. We plan to run the final election process in the same manner.

We are currently contacting those nominated to ask if they will accept the nomination and agree to run for election. We anticipate finalizing this very soon and will prepare the final ballots by mid-May. Elections will be completed by the end of May and we will announce the new staff council representatives at that time.

The remaining four districts and our member-at-large representation will continue next year with returning members Martha Baldwin, Ed Dolback, Michael Giidden, Amy Holbrook, and Carol Peddie.

Over the summer Staff Council will discuss recommendations of staff members to serve on various committees. If you are not able to participate as a Staff Council member at this time but are interested in contributing your voice to the community of the College through offering to serve on a committee, please contact your Staff Council representative to learn of the many opportunities that exist for staff to become involved.
Classifieds

Classified ads are free for members of the staff, faculty, student body, and alumni of Middlebury College. Ads must be submitted seven days prior to the publication date. Please send your ads to: Classifieds, Midd Points, HR, Service Building, or via Outlook to: Middpoints Editor or Middpoints@middlebury.edu (electronic submissions preferred).

Real Estate

For Sale: Comfortable 3 BR, 2 BA well main. double wide/ranch style home near the Vergennes/Ferrisburgh border. Verg. water and sewer with Ferris. prop. tax. Landscaped yard, front and back decks, small fireplace. 1.5 car garage on a .25 acre. Close to Rte. 7 and walking dist. to stores, high school, and the hist. drwn. $169,900. 802-877-3242 or ddelphia@middlebury.edu.

For Sale: Sabbatical rental for '07-'08 Acad. Year. 2 story house on Chipman Hill (High St.). 2 BR, 2 BA, recently remod. kitchen / breakfast room and dwnstrs. bath, large LR and master BR upstairs, 2 studies. Adk. views & Midd. schools. $1,250/month + util. For more info. contact Kevin Moss at x5786 or moss@middlebury.edu.

For Rent: Sabbatical rental for '07-'08 Acad. Year. Charming renov. 1800 farm house. Rural setting, easy 15-min. drive from Midd. in Shoreham. Semi-furnished. 3-4 BR, 2 BA. Breakfast room w/ wood-burning cook stove, $1,100 + util. Rent reduct. for care of 2 cats. Call Bill or Kitty Waldron @ (802) 897-5109.

For Rent: 1 BR apt. or office/studio space in Midd. Upstairs apt. which could be used as office/studio space. Sunny, quiet, good parking; 15-min. walk to campus. Rent: $600/mo. including water/sewer, trash/recycling, snow removal. Contact: lwilliam@middlebury.edu or 388-0401.

For Sale: Weybridge 3 BR, 2 ½ BA home on .5 acre, very close to campus, gorgeous Green Mountain views. Completely renovated 2005 with new furnace, wiring, plumbing, windows. $319,000. Call Jim or Mary Lou Splain at 545-2031.

For Sale: New Haven cape on a 10+ acre lot w/ great views to west, a pond. Built new in 1992. More than 2,200 sq. ft. of living space: 3 BR, 2 BA, LR, DR, deck, and rec. fn basement w/ 2 playrooms, an office. 6-min. drive to center of Midd. $275,000. Possession at closing. Call Will or Silvia at 453-4902 for a viewing appointment.

For Rent: Beaut. 2 BR/ 1 BA house 1.5 miles from campus for summer rental, June 1–Aug. 1 (or 15). Big garden, SW, exposure, patio, fully furnished, fully equip. incl. W/D, walking dist. to Battell Woods and trails, shopping, dntwn. Midd. Very quiet. No smokers or pets. Rent: $650 (includes util.). Will lower rent in xchg. for yard and lawn care. Contact bmatthia@middlebury.edu or (802) 388-0573.

For Rent: Sabbatical rental for ’07–’08 Acad. Year. 2 story house on Chipman Hill (High St.). 2 BR, 2 BA, recently remodel. kitchen / breakfast room and dwnstrs. bath, large LR and master BR upstairs, 2 studies. Adk. views & Midd. schools. $1,250/month + util. For more info. contact Kevin Moss at x5786 or moss@middlebury.edu.


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Auto

For Sale: For Sale: Large pine bookcase, unfinished, like new; bought for $109, selling for $50. Antique marble top dresser, $400 OBO, large (4’x2.5’) antique mirror, best offer. Joseph 247-3171, jwatson@middlebury.edu, x5487.

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Wanted

Wanted: To buy, OLD SPLIT RAIL FENCING. Will pick up in place on your property. Joseph 247-3171, jwatson@middlebury.edu, x5487.

Wanted: Housing situation. Mature senior Feb. student searching for housing during August. Need a room in Addison Cty. to stay in while conduct. thesis research. Will cook, clean, care for pets, etc. Excell. references: Laurie Porter 303-707-0585. Please e-mail lgersten@middlebury.edu.

Wanted: Responsible undergrad seeks house-sitting posit. in or around Midd. anytime from early June to late Aug. Will look after house, garden and/or pets free of charge. Please contact Hannah at hpanci@middlebury.edu or 443-4152.

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